

Introduction

The “How to Complete the *In Progress* Vendor Registration” Quick Reference Guide is designed to provide the Vendor Administrator User minimum steps necessary to completing Vendor registration.

There are a category of Vendors who have not completed Vendor Registration and are “in progress” status.

Pre-requisites

Vendor must have the Vendor Administrator User Role.

Steps

<p>Step 1:</p> <p>a.) From the home screen once logged in, select the Vendor Administrator tab.</p> <p>The Vendor Administrator Home page displays, defaulted to the Vendor Settings tab.</p> <p>b.) Scroll down near the bottom of the page; click the Maintain In-Progress Vendors icon.</p>	
<p>Step 2:</p> <p>The Search page displays.</p> <p>a.) Enter desired search criteria (Vendor name, email, etc.) or scroll from the list of Results displayed.</p> <p>b.) Click the Find It button once complete.</p>	

<p>Step 3:</p> <p>a.) Click the Vendor ID link of the desired vendor.</p>	<table border="1"> <thead> <tr> <th colspan="3">Results</th> </tr> </thead> <tbody> <tr> <td>00000123</td> <td>Apple%27s</td> <td>551122554</td> </tr> <tr> <td>00000124</td> <td>Apple%27s</td> <td>998877662</td> </tr> </tbody> </table>	Results			00000123	Apple%27s	551122554	00000124	Apple%27s	998877662
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<p>Step 4:</p> <p>The page will default to the Summary Tab with the in-completed Validation Error questions.</p> <p>a.) Click on the first RED validation question link.</p>	<p>Register - Apple%27s - test@test.com</p> <p>Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary</p> <p>Overall Validation Errors</p> <ul style="list-style-type: none"> Company information is required. Administrator information is required. Required Category - Business Structure selection required. Required Category - Delivery Zones selection required. Required Category - MAIN Registration Acknowledgement selection required. Required Category - EFT Registration Acknowledgement selection required. 									
<p>Step 5:</p> <p>The page defaults to the Company Info. Tab.</p> <p>a.) Fill out ALL required fields.</p> <p>b.) Click the Save & Continue Registration button when complete.</p>	<p>Register - Apple%27s - test@test.com</p> <p>Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary</p> <p>Company Name*: Apple%27s Vendor Legal Name*: Apple%27s</p> <p>Business Description: [Empty]</p> <p>Mailing Address Line 1*: Test Address</p> <p>Save & Continue Registration Reset Cancel</p>									

<p>Step 6:</p> <p>The page will default to the next Tab, which is the Administrator Tab.</p> <ol style="list-style-type: none"> Fill out ALL required fields. Click the Save & Continue Registration button once complete. 	
<p>Step 7:</p> <ol style="list-style-type: none"> Follow the same steps for each Header Tab & complete ALL required fields until you get to the Summary Tab. <p>When you complete each step, the page will default to the next Tab.</p> <ol style="list-style-type: none"> From the Summary Tab, click the Complete Registration button once you review all your information for accuracy. <p>Note: For additional information, see the Vendor Registration QRG.</p>	